



State of New Jersey
Department of Law & Public Safety
GOVERNMENT RECORDS REQUEST FORM

Important Notice

The reverse side of this form contains important information related to your rights to access government records. Please read it carefully. In addition please note that :1) At the present time we cannot accept credit cards for payment; 2) Our web site <http://www.nj.gov/lps/opra> provides information, email links and other resources that you should find helpful in preparing your request.

Requestor Information

See Reverse Side for Important Information

Please Print

First Name _____ MI _____ Last Name _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____ Email _____

Daytime Telephone _____ AreaCode _____ Number _____ Extension _____

Preferred Delivery: Pick Up _____ US Mail _____ On-Site Review _____

Under Penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** (circle one) been convicted of an indictable offense under the laws of the State of New Jersey, or any other state, or the United States.

Signature _____ Date _____

Request # _____

Payment Method & Authorization

Select Payment Method:

Cash _____ Check _____ Money
Order _____

Maximum Authorized Cost:

\$ _____

Duplication Fees

Pages 1-10 \$0.75 each
Pages 11-20 \$0.50 each
Over Pages 21 \$0.25 each

Extra Service Charges may
apply depending upon the
nature of your request

Record Request Information

See Reverse Side for Important Information

To Expedite Your Request Be as Specific as Possible - Attach Additional Pages as necessary

Submit Your Request

Mailing your Request:

Your completed form may be mailed to the appropriate records custodian. See reverse side for mailing information.

Mark your envelope:

Attention Records Custodian

Hand Deliver Your Request

Your completed form may be hand delivered to the appropriate records custodian. See reverse side for address information.

Electronically Submit Your Request

You may complete and submit an electronic version of this form on the internet at: <http://www.nj.gov/lps/opra>

PUBLIC ACCESS TO GOVERNMENT RECORDS

1. State Law requires that in order to request access to government records, you must complete, sign and date this request form and deliver it in person or by mail during regular business hours to the appropriate custodian of the record requested. You may also complete and submit a web enabled version of this form at www.nj.gov/lps/opra. L&PS will not accept submission of a request form by fax or email. Your request is not considered filed until the request form has been received by the appropriate custodian of the record requested. If you submit the request form to any other officer or employee of L&PS, that officer or employee does not have the authority to accept your request form on behalf of L&PS and you will be directed to the appropriate division custodian. Additional information, custodian email addresses and agency information links can be found at the above site.
2. If you 1) submit a request for access to government records to someone other than the appropriate custodian; or 2) do not complete the L&PS request form; or 3) make a request for access by telephone or fax, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
3. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the State of New Jersey.
4. Requests with estimated fees exceeding \$25 may require a 50% deposit. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
5. By State Law, a custodian must deny access to a person who is convicted of an indictable offense in New Jersey, any other state, or the United States, who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
6. By law, L&PS must notify you that it grants or denies a request for access to government records within 7 business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage or archived. If the record requested is not currently available or is in storage or archived, the custodian will advise you within 7 business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for granting or denying your request or making records available.
7. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
8. If L&PS is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
9. Except as otherwise provided by law or by agreement with the requestor, if the custodian of the record requested fails to respond to you within 7 business days of receiving a written, signed request form, the failure to respond will be considered a denial of your request.
10. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by L&PS to deny access. At your option, you may either file a complaint in writing with the Government Records Council (GRC) located in the Department of Community Affairs or institute a proceeding in the Superior Court of New Jersey. You may contact the GRC at 866-850-0511 (toll free) or 609-292-6830 or online at www.nj.gov/grc
11. Information provided on this form may be subject to disclosure under the Open Public Records Act.

Division	Mail Address	Street Address	Floor	City	Zip	Telephone
Alcoholic Beverage Control	PO Box 087	140 E Front St	5th	Trenton	08625	609-984-2830
Civil Rights	PO Box 46001	31 Clinton Street	3rd	Newark	07101	973-648-3888
Consumer Affairs	PO Box 45025	124 Halsey St	3rd	Newark	07101	973-424-8111
Criminal Justice	PO Box 085	25 South Market St	5 W	Trenton	08625	609-984-6500
Elections	PO Box 304	25 South Market St	7 W	Trenton	08625	609-292-3760
Election Law Enforcement Commission	PO Box 185	28 West State St	13th	Trenton	08625	609-292-8700
Executive Commission on Ethical Standards	PO Box 082	28 West State St	14th	Trenton	08625	609-292-1892
Gaming Enforcement	PO Box 047	140 E Front St	9th	Trenton	08625	609-984-2481
Highway Traffic Safety	PO Box 048	225 E. State St.	5 E	Trenton	08625	609-633-9300
Juvenile Justice Commission	PO Box 107	840 Bear Tavern Rd		Trenton	08625	609-530-5200
Law	PO Box 112	25 South Market St	1 W	Trenton	08625	609-984-4943
NJ Racing Commission	PO Box 088	140 E Front St	4th	Trenton	08625	609-292-0613
Office of the Attorney General	PO Box 081	25 South Market St		Trenton	08625	609-984-6112
State Police	PO Box 7068	Headquarters, River Road	Bldg 15	West Trenton	08628	609-538-6087
Victims of Crime Compensation Board	50 Park Place	50 Park Place	6 th	Newark	07102	973-648-6204